

## Chapter 2 **Creating Direct Journals**

### 2.1

#### Overview

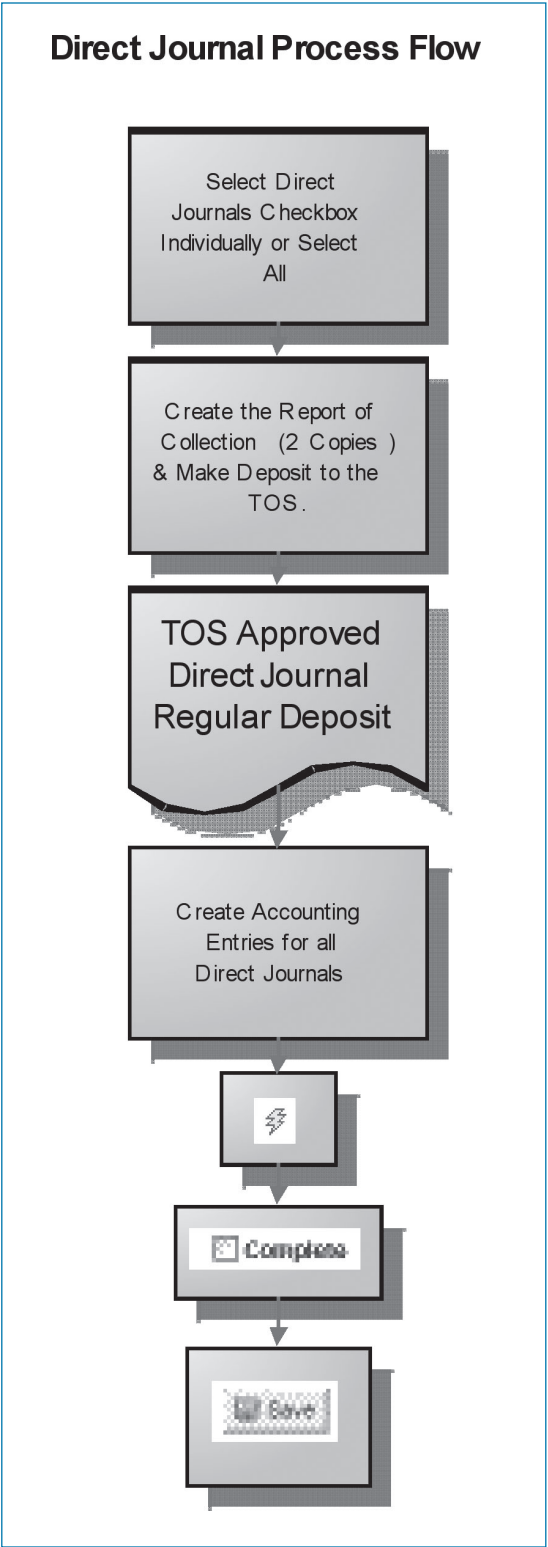
In this chapter, the student will focus on the necessary steps for completing the accounting entries associated with non-customer payments. These are also known as Direct Journals.

#### Objectives

By the end of this lesson, you will be able to:

- Review all Regular Deposits that are designated to be Direct Journals.
- Determine the Accounting behind a Direct Journal.
- Create a Direct Journal.


2.2



ROCD 2.01

## Steps for Creating Direct Journals

### (After TOS has Approved Deposit)

Step #	Action
1	Initiate Direct Journal Payment through a Regular Deposit.
2	Select Direct Journals Checkbox: 1) Individually 2) Select All
3	Make deposit with the Treasurer of State (TOS) within the next business day per State requirement.
4	Once the deposit status has been "approved" by TOS. Navigate to deposit via Accounts Receivable >> Payments >> Direct Journals >> Create Accounting Entries.
5	Enter Deposit ID & complete the Accounting Entries component.
6	Enter dollar amount as a NEGATIVE for each entry to zero out the amount. Provide accurate accounting entry details.
	<b>*** The NEXT STEPS NEED TO BE DONE IN ORDER!!!</b>
7	Select the  button to create the accounting entry offset.
8	Select the "Complete" check box.
9	<b>Click SAVE.</b>
10	The Auditor of State will Journal Generate the Direct Journal accounting entries. Usually on the nightly run.

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#### ROCT 2.01

### Journaling Payments Directly

There are two steps to process a direct journal payment.

- 1 Select a payment for direct journaling by selecting the Journal Directly check box on the Regular Deposit Entry - Payments page. Express deposit does not support direct journaling.
- 2 Create accounting entries for the payment on the Direct Journal Entry Accounting Entries page and mark the entries complete.

How to Get There

Use this page to enter payments and specify whether they are to be directly journaled:

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit

TotalsPayments

Unit: 00495Deposit ID: 14809Date: 10/15/2007Balance: Balanced

Direct Journal Check Box

Select AllDeselect All

Payment InformationFind | View AllFirst1 of 1Last

Seq: 1\*Payment ID: CHECK12332\*Accounting Date: 10/15/2007

Amount: 1,450.580Currency: USDRate Type: CRRNTEXchange Rate: 1.00000000

☐ Payment Predictor☒ Journal Directly☐ Range of References

Payment Method: CheckDescription

Customer InformationFindFirst1 of 1Last

Customer ID:Business Unit:

SubCustomer 1:SubCustomer 2:

Name:

Remit From:Remit From SetID:

Corporate:Corporate SetID:

MICR ID:Link MICR

Detail References

Reference InformationCustomize | Find | View All | First1 of 1Last

Qual Code	Reference	To Reference	Event
1			

SaveNotifyRefreshAddUpdate/Display

ROCSC 2.01

Regular Deposit - Payments page

## Direct Journals

Payments that do not correspond to open Account Receivable items can bypass the cash application process. Such payments are often called miscellaneous cash receipts or non-customer AR cash. In PeopleSoft Receivables, these payments are referred to as Direct Journals.

Direct Journal payments are entered through the Regular Deposit Entry pages. However, they are not processed when you run Receivable Update.

**Direct Journal Check Box:** Regular Deposits are assumed to be Customer payments until the payment is designated as a Direct Journal. There are two ways of performing this action:

- 1 Individually select the Journal Direct checkbox for each payment.
- 2 Use the Customized – Direct Journals Check Box – Select All link to choose the complete listing of all payments.

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Journaling Payments Directly

Once you have created the direct journal entry with the payment information, you then have to create the accounting entries.

How to Get There

Use this page to create or change accounting entries for payments that are to be journaled directly. This action only retrieves those payments marked on the Regular Deposit – Payments page for direct journaling.

Navigation

Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries

Accounting Entries

Payment Misc Wrk

Deposit Control

Unit: 00495

Deposit ID: 15002

Payment: 1

Seq: 1

Amount:

186.000 USD

☐ Complete

Budget

Entry Event:

Status:

Distribution Lines

ChartFields

Currency Details

Budget

Journal Reference Information

	GL Unit	Speed Type	Line Amount	Currency	Fund Code	Account	Program	Dept	Bud Ref	PC Business Unit	Project
1	1	00050	Speed Type	186.000 USD	10090	110000					
2	101	00050	Speed Type	-186.000 USD		110000					
3	102	00050	Speed Type		10090						

3 Lines

Total Debits:

186.000

Currency: USD

Total Credits:

186.000

Currency: USD

Net

0.000

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

ROCSC 2.02

Accounting Entries page

## Creating Accounting Entries for Directly Journalized Payments

A Deposit ID is required to access this page. If there are no Directly Journalized payments in the database, the search feature will not return any results to access the page.

The page displays the Amount of the payment line entered on the deposit. It also displays the amount in the Base currency of the business unit if different from the transaction amount. In some environments the chart field will automatically come up to enter the accounting information. If not – to have the system create the line that records the cash, click the Create ( ⚡ ) button. The system-defined line uses the AR Cash ChartField information.

After creating the AR Cash ChartField information, the offset entry ChartFields or amounts cannot be changed. To change this information, click the Delete button. The system deletes the AR Cash ChartField information and makes the Revenue ChartField information available to edit.

*Budget Processor will be run to update Commitment Control for Revenue received*

**GMIS WILL RUN THE BUDGET CHECKING PROCESS AFTER THE COMPLETE BOX HAS BEEN SELECTED.**

**2.7**

## 2.8

**Guided Activity 1 | Review Direct Journal Payments**

In this activity, you will review the activity overview:

1. Review the payments from Chapter 1.
2. Enter in Deposit ID's from Chapter 1.
3. Enter a direct journal payment.
4. Create accounting entries.

Activity Number	Type of Deposit	Number of Payments	Payment \$ Totals	Deposit ID Created Yes/No
1	Cash Deposit – Simple Deposit	1	186.00	
2	1 Check Payment 1 Cash Payment	1	2,732.01 50.00	
3	1 Deposit in Bank – 1 Payment	1	86,173.40	
4	Wire Transfer – 1 Payment, Numerous Accounting Distributions	1	1,804.59	
5	Many Checks / Limited Accounting Distribution	30	1,200.00	

**ROCT 2.02****Activity Overview**

The deposit is going to AOS bank account number 0741-256458. Use today's date for accounting purposes and specify that the deposit type is miscellaneous.

Once the payment is entered, create the accounting entries for the payment by applying the payment to the Other Revenue account.



## Create the Accounting Entries – Deposit # 1

To create the accounting entries for the payment:

- 1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries
- 2 Enter the following information for Deposit 1: \_\_\_\_\_


Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.

### ROCT 2.03

- 3 Select View All on the far right of the menu bar.
- 4 On the Accounting Entries page, enter the following information (Hint: Use the tabs to find the necessary fields):

Page Element	Value or Status
Line Amount	-186.00
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

### ROCT 2.04

- 5 Select the Create (lightening bolt) button  on the Accounting Entries page to create the AR Cash ChartField information for the bank account.
- 6 Select the Complete check box if no additional changes are needed.
- 7 Click SAVE – to save your work.

*GMIS will run Budget Check process in batch prior to Journal Generation.*

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## Create the Accounting Entries – Deposit # 2

To create the accounting entries for the payment:

- 1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.
- 2 Enter the following information for Deposit 2: \_\_\_\_\_


Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.

### ROCT 2.05

- 3 Select View all on the far right of the menu bar.
- 4 On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-2732.01
Fund Code (Defaults in)	100900
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

### ROCT 2.06

- 5 Select the Create (lightening bolt) button  on the Accounting Entries page to create the AR Cash ChartField information for the bank account.
- 6 Select the Complete check box if no additional changes are needed.
- 7 Click Save.

- 8** Click the yellow box at the bottom “NEXT IN THE LIST” to bring up your next item to do accounting entries for on this same deposit.

3	Lines	<b>Total Debits:</b>	186.000	<b>Currency:</b> USD	<b>Total Credits:</b>	186.000
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Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

Accounting Entries | [Payment Misc Wrk](#) | [Deposit Control](#)

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**ROCSC 2.03**

- 1** On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-50.00
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

**ROCT 2.07**

- 2** Select the Create (lightening bolt) on the Accounting Entries page to create the AR Cash ChartField information for the bank account.
- 3** Select the Complete check box if no additional changes are needed.
- 4** Click Save.

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- 5 To verify you have journalized the 2 items in this deposit – go to the Deposit Control Page. See Journalized Total Amount and Count to verify.

Accounting Entries

Payment Misc Wrk

Deposit Control

Unit: 00495

Deposit ID: 15002

Delete Deposit

Accounting Date: 11/07/2007

Control Currency: USD

Bank Code: AOS AOS

Format Currency: USD

Bank Account: AOS 8000002

Rate Type: CRRNT

Deposit Type: M MIS CASH

Exchange Rate: 1.00000000

Control Totals

Control Data

Control Total Amount: 186.000 Count: 1

Entered Total Amount: 186.000 Count: 1

Difference Amount: 0.000 Count: 0

Posted Total Amount: 0.000 Count: 0

Journalled Total Amount: 186.000 Count: 1

Received: 11/07/2007

Entered: 11/07/2007

Posted:

Assigned: ARCLASS16

User: ARCLASS16

TOS Deposit ID

TOS Deposit ID: 111

Approval: Approved

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

ROSC 2.04

Create the Accounting Entries – Deposit # 3

To create the accounting entries for the payment:

- 1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.
- 2 Enter the following information for Deposit 3: \_\_\_\_\_

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.


ROCT 2.08

- 3 Select View All on the far right of the menu bar.
- 4 On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-86173.40
Fund Code (Defaults in)	10090
Line Amount	-86173.40
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

2.13

**ROCT 2.09**

- 5 Select the Create (lightening bolt) button  on the Accounting Entries page to create the AR Cash ChartField information for the bank account.
- 6 Select the Complete check box if no additional changes are needed.
- 7 Click Save.

**Create the Accounting Entries – Deposit # 4**

To create the accounting entries for the payment:

- 1 Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.

Enter the following information for Deposit 4: \_\_\_\_\_  
Sequence (a)

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	<i>Number assigned above from Deposits.</i>


**ROCT 2.10**

## 2.14

- 2 Select View All on the far right of the menu bar.
- 3 On the Accounting Entries page, enter the following information (Hint: Use the tabs to find the necessary fields):


Page Element	Value or Status
Line Amount	-804.00
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

## ROCT 2.11

- 4 Select the Create (lightening bolt) button  on the Accounting Entries page to create the AR Cash ChartField information for the bank account.
- 5 Select the Complete check box if no additional changes are needed.
- 6 Click Save.
- 7 Click "NEXT IN THE LIST" button to open the next item.
- 8 Enter the following information for Sequence (b) of this deposit.
- 9 Select View All on the far right of the menu bar.
- 10 On the Accounting Entries page, enter the following information

Page Element	Value or Status
Line Amount	-1000.59
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	<i>Not Used in this example</i>

## ROCT 2.12

- 11** Select the Create (lightening bolt)  button on the Accounting Entries page to create the AR Cash ChartField information for the bank account.
- 12** Select the Complete check box if no additional changes are needed.
- 13** Click Save.

## Create the Accounting Entries – Deposit # 5

To create the accounting entries for the payment:

- 1** Navigate: Accounts Receivable >> Payments >> Direct Journal Payments >> Create Accounting Entries. Or select Return to Search button.
- 2** Enter the following information for Deposit 5: \_\_\_\_\_

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Number assigned above from Deposits.
Line Number	1 through 30


### ROCT 2.13

- 3** Select View all on the far right of the menu bar.
- 4** On the Accounting Entries page, enter the following information (Hint: Use the tabs to find the necessary fields):

Page Element	Value or Status
Line Amount	-15.00 (1-10), -35.00 (11-20) & -70.00 (21-30)
Fund Code (Defaults in)	10090
Account	400100
Program	10000
Dept	000TND
Bud Ref	2008

### ROCT 2.14

## 2.16

**5** Select the Create (lightening bolt)  button on the Accounting Entries page to create the AR Cash ChartField information for the bank account.

**6** Select the Complete check box if no additional changes are needed.

**7** Click Save.

*This concludes the activity.*

## Reviewing Directly Journalized Payments

The Directly Journalized Payments page enables you to review accounting entries that have a status of Complete.

To modify the accounting entries, you can clear the Complete check box on this page and then modify the accounting entries on the Direct Journal Payments – Accounting Entries page.

### How to Get There

Use the following navigation path to access this page:

#### Navigation

Accounts Receivable >> Payments >> Direct Journal Payments >> Modify Accounting Entries



New Window | Help | Customize Page |

**Directly Journalled Payments** | Payment Misc Wrk | Deposit Control

Unit: 00495      Deposit ID: 14823      Payment: SAB102      Seq: 2

Amount:	1,000.000	Currency: USD
Base:	1,000.000	Currency: USD

☒ Complete      Budget Status: Valid

**Distribution Lines**

ChartFields | Currency Details | Budget | Journal Reference Information | (RTT)

GL Unit	Debit Amount	Credit Amount	Line Amount	Fund Code	Account	Program	Dept	Bud Ref
104 00050				-1,000.000 USD 10090	400100	10000	000TND	2008
105 00050				1,000.000 USD 10090	110000			
2 Lines Total Debits:		1,000.000	Currency: USD	Total Credits:	1,000.000	Currency: USD	Net	0.000

Save | Return to Search | Previous in List | Next in List | Notify

Directly Journalled Payments | Payment Misc Wrk | Deposit Control

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## ROCSC 2.05

## Directly Journalled Payments page

## How to Modify accounting entries on a Direct Journal payment

To modify account chartfields or any associated information in regards to the accounting entries associated with a Direct Journal payment, navigate to the Direct Journal Review page.

De-select the complete check box on the Direct Journal review page, and save the page. The modifications can then be completed on the Direct Journal Entry page.

## Chapter Review

In this lesson you learned that:

- Only Regular Deposits can be Direct Journalled.
- Once the Lightning Bolt has been selected to create the entry, the user must select the complete check box, save and then budget check the payment.